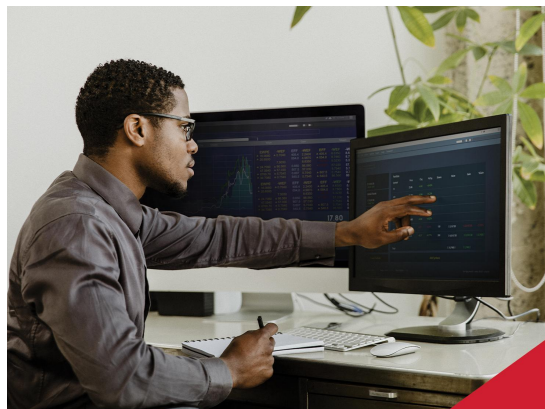


BUSINESS MANAGEMENT TECHNOLOGY (ACCOUNTING)



PROGRAM DETAILS

From learning how to balance the books to administering payroll and everything in between, you will learn the ins and outs of managing a business. Managing an office requires knowledge of many systems and procedures, and this program will get you there.



Business Management Technology (Accounting) Pathway

Course	Course Name	Credit Hours
POFI 1349	Spreadsheets	3
ACNT 1325	Principles of Accounting I	3
ACNT 1329	Payroll & Business Tax Accounting	3
ACNT 1311	Intro to Computerized Accounting	3

Business Management Technology (Accounting) Certificate I

Course	Course Name	Credit Hours
POFI 1349	Spreadsheets	3
ACNT 1325	Principles of Accounting I	3
ACNT 1329	Payroll & Business Tax Accounting	3
ACNT 1311	Intro to Computerized Accounting	3
POFI 2301	Word Processing	3
BMGT 1327	Principles of Management	3
BUSG 1304	Financial Literacy	3

Business Management Technology Program of Study

Get instruction on all aspects of accounting, creation of office documents, business ethics, and other systems. Top these off with your ability to be professional and organized, and you could be seeing all black and no red. This performance-based (PBE) program gives you the flexibility to master your skills in no time.

TSTC AWARDS	Median Wage
Certificate I	\$10-\$25/Hour
Certificate II	\$19-\$40/Hour
Associate of Applied Science	\$19-\$40/Hour

CAREER OPPORTUNITIES



You will become a whiz at spreadsheets, databases and office organization. Our courses will teach you all you need to manage an office. You will gain skills in human resources, accounting, presentation graphics and all you need to know to be on your way to a new career.

Industry-Based Certifications

- Microsoft Office Specialist Excel

Business Management Technology Course Information (PEIMS)

Level 1

COURSE NAME	SERVICE ID	PREREQUISITES	COREQUISITES
POFI 1349 Spreadsheets/ Business Information Management I/Business Lab	13011410 (2 credits)	None	None

Level 2

COURSE NAME	SERVICE ID	PREREQUISITES	COREQUISITES
ACNT 1325 Principles of Accounting I/ Accounting I	13016600 (1 credit)	None	None

Level 3

COURSE NAME	SERVICE ID	PREREQUISITES	COREQUISITES
ACNT 1329 Payroll & Business Tax Accounting/ Financial Analysis	13016800 (1 credit)	Accounting I	None
ACNT 1311 Intro to Computerized Accounting/ Accounting II	13016700 (1 credit)	Accounting I	None